

BROADWATER COUNTY FAIR – REGULAR MEETING MINUTES

416 Broadway, Townsend, MT 59644

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**BROADWATER
COUNTY FAIR**



MINUTES

BROADWATER COUNTY FAIR BOARD REGULAR MEETING MINUTES

May 4th, 2023

7:00pm

Broadwater County Annex Building

Fair Board Members Present: Karen Noyes, Tayla Snapp, Val Hornsveld, Sheila Stenzel,

Fair Board Members Absent: Lauren Reiser

Advisors to the Board Present: Jessica Erickson (Fair Manager)

Guests: none

- I. **CALL TO ORDER:** Chairman Sheila Stenzel called to order the regular meeting of the Broadwater County Fair Board at 7:01 pm.
- II. **PUBLIC COMMENT:** none
- III. **CORRESPONDENCE:** Jessica shared an opportunity to be involved at a volunteer fair held on Saturday, May 20th alongside the community health fair. Groups are welcome to set up a table and collect information from parties interested in volunteering for their organization. As of now, no members are available. We may be able to send our information with the Extension office. On this note, Tayla did not make the trails meeting last month and Jessica has not heard any information on their next meeting. Jessica will follow up.
- IV. **REPORTS**
 - a) **Open Class** –Tayla reported that she went out and organized the supply closet. There are a few things she is still figuring out how to store properly.
 - b) **Vendors** – Val reported that there is 1 new food vendor. We need something to draw people into the commercial building. Christmas Connection is interested in selling ice cream. Judy Williams is trading her vendor fee for her performance under the tent.
 - c) **Rodeo/Social Media**–The next Rodeo meeting is May 8th. Jessica is also planning on attending to update on concert, ask for help with volunteers and to try to schedule a joint meeting for June.
 - d) **4-H**– Karen reported that the 4-H pavilion construction has began. Fair Entry opens mid May. Lots of workshops going on right now.
- V. **FAIR BOARD BUSINESS**
 - a) **Minutes Approval** –April 13th, 2023 minutes were approved. Tayla moved to accept the minutes and a second by Karen. **Motion Carried.**
 - b) **Budget Update**– Reviewed the expenses breakdown spreadsheet. It is also county budget time. Jessica has sent in the preliminary budget. We will also be giving \$1,000 from our Fair CIP towards the purchase of a new vehicle for Fair/Extension.
- VI. **OLD BUSINESS**
 - a) **4-H Building Bathroom Addition Update and Livestock Pavilion Project Update**- Jessica reported that construction is in process for the wastewater/septic and the bathroom addition.
 - b) **Concert**–
 - a. **Ticket sales** – Ticket sales are on line. Jessica has some flyers for the concert. We need to try to get them hung up in surrounding areas also. Sheila will reach out to Helena IR and Mighty Mo for advertising. Jessica will check into Facebook ads.
 - b. **Volunteers – Ticket Sales and Gates:** Discussed the gates and number of gate workers we will need. We do need to track the gates cash sales (adult, student, child) somehow. Gate workers will need to have smartphones and download an app that reads the tickets. Think on ideas for volunteers. Volunteers will work 6-8pm and get a drink ticket and get to watch the rest of the concert after their shift.
 - c. **Budget Update** – Our budget for the concert is \$10,000. \$6,000 of this is coming from the Fire Rental money we received last fall.

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- c) **Graymont Grant** – Green Source Electric will be completing work in the Roping Barn on May 9 and 10th. Special K has ordered the units and will schedule install as soon as he receives them.
- d) **Sponsors**
 - a. **Summary** – Our sponsor numbers are up from last year with a lot of new sponsors. There was some confusion this year with businesses being confused between fair and rodeo sponsorships. We need to communicate with the businesses. Jessica thinks that a lot of businesses appreciate our price levels and packages that we offer.

VII. NEW BUSINESS

- a) **Rentals** –
 - a. **Rentals**- Jessica has received a contract for a wedding in October. Will have to discuss rental fees for 4-H pavilion and the new bathrooms after they are completed.
- b) **By Laws Revisions** – **Tayla moved to accept the current revision of the bylaws and Karen seconded. Motion carried.** Jessica will get these to the commission for final approval.
- c) **2023 Fair Planning**
 - a. **Celebrating 60 Years of Tradition** –
 - i. **Under the Tent Entertainment** – Paint Party, Judy Williams, and a face painter have been booked. We need to fill a few empty slots still. Tayla has an idea on making ice cream, if we can not book anything else on Thursday afternoon.
 - ii. **Volunteers Needed** – Need to start reaching out to Open Class check in and judging volunteers. Also ideas for judges. Will set up the tent on Monday night at 6:30. Need lots of strong people for this. We will work on getting the pieces of the tent tied together before we have the bulk of the volunteers show up. Our security guard has agreed to return again this year.

VIII. OTHER BUSINESS – none

MEETING ADJOURNED – 8:49 pm

NEXT BROADWATER COUNTY FAIR BOARD MEETING WILL BE HELD – undecided at this time. Will be a joint meeting with Rodeo and 4-H.

(Chairman)

Jessica Erickson (Fair Manager)